

of 1953-54

THE CHARTER OF THE SMITH COLLEGE RADIO STATION
WCSR

ARTICLE I * PURPOSE

The purpose of WCSR, the Smith College Radio Station, shall be to serve the interests of the student body both as a means of communication and a medium for entertainment. WCSR operating as a non-commercial organization shall be staffed solely by students of Smith College in order for them to gain practical experience in the fields of radio. WCSR, the Smith College Radio Station, shall at all times endeavor to be perceptive of the needs and desires of the students which it serves.

ARTICLE II - MEMBERSHIP

A. Trial Membership

1. Trial Membership shall be open to all students desiring this membership.
2. Application for trial membership shall be made at special meetings held for this purpose at the beginning of each semester. Students desiring membership at times other than this may give their names to the Station Manager and should the need arise in any department, the student may be taken on as a trial member. The latter shall be determined by the Steering Committee.
3. Trial members shall not have a vote in the station policy.
4. Trial members shall be on call at all times to help in any department of the Radio Station, but shall officially be entered on the roll of the department of their choice.
5. Each trial member, at the end of a period of competition will be eligible for consideration as a full member. The period of competition will consist of a time determined upon by the Steering Committee.
6. The general willingness to work and the ability of each trial member will determine whether she will be given full membership. Each case shall be decided by the head of the department of it's own merits.
7. Any girl who is refused membership at any time may request that she be allowed to present her case to Steering Committee for reconsideration. At this time, Steering Committee will carefully review the case again and their judgment will be final.
8. All trial members shall be required to attend all meetings held on the various phases of WCSR that are included in the general indoctrination course given by the staff of WCSR and visiting speakers.
9. Every trial member will be required to attend all but one monthly meeting of WCSR unless excused by the General Manager.

B. Full Membership

1. Full membership shall be awarded to any trial member who satisfactorily completes the period of competition, and who is recommended for membership by the head of the department.
2. Every full member of the Radio Station shall be required to contribute 25 hours of work in radio each academic year in order to retain her full membership status. She must also attend all of the monthly meetings of WCSR unless excused by the General Manager.
3. A full member of the Radio Station shall be entitled to attend all conferences, visits to other stations and other affairs of radio interest at other colleges.
4. Only a full member may represent the Smith College Radio Station at

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any conference away from the college. However, she will be subject to voting restrictions as determined by Steering Committee.

5. Only a full member of the Smith College Radio Station may become a permanent Head of Afternoon or Night in any department of the Station.

ARTICLE III - ORGANIZATION

A. FACULTY ADVISOR

1. A faculty advisor shall be suggested by the General Manager to Steering Committee and upon a 2/3 vote of Steering Committee shall become the official advisor of the Station.

2. The faculty advisor shall serve for a term lasting from the beginning of the academic year to the end of the same year.

3. The faculty advisor may receive unlimited appointments subject to the same voting requirements as set forth in 1 of Article III, by each incoming Steering Committee.

4. A meeting of the faculty advisor and the General Manager shall take place at least once every month of the academic year.

5. All suggestions of the faculty advisor shall at no time be binding upon the members of the Radio Station, although special note will be taken of any suggestions offered.

B. STEERING COMMITTEE

1. The Steering Committee shall be divided into two boards, Senior Board and Junior Board.

a. Senior Board shall consist of the General Manager, Production Director, Technical Director, Advertising Manager, Executive Secretary, and the two Representatives-at-large.

b. Junior Board shall consist of the Music Librarian, Publicity Director, Drama Director, Assistant Production Director (Personnel Manager), Head of Competitors, and the Heads of Afternoon and Night.

2. The Steering Committee shall be charged with the routine functioning of Station WCSR, and shall meet once every week.

a. The Senior Board shall be presided over by the General Manager.

b. The Junior Board shall be presided over by the Representatives-at-large, each on alternate weeks.

c. All matters which are discussed and approved by the Senior Board shall then be brought before the Junior Board to be treated in like manner. If the Junior Board opposes any motion which has previously been passed by the Senior Board, it may be brought up for discussion at the meetings of the following week.

d. All matters which are brought up by the Junior Board must be discussed and approved by the Senior Board before they can be treated in like manner by the Junior Board.

C. GENERAL MANAGER

1. The General Manager shall incorporate the duties of the Station Manager and the Business Manager, and shall be responsible for all the financial and public relations activities of the Station. Other members of the Steering Committee shall be directly responsible to her.

2. As Station Manager she shall:

a. Preside at all regular business meetings of the Station, and act as chairman of the Senior Board of the Steering Committee.

b. call all WCSR and Senior Board Meetings, and may call either a Junior Board or a Divisional Meeting.

c. At all times act as the co-ordinating force within the Station.

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 2. Call all WGBR and Senior Board meetings, and may call either a Junior Board or a Divisional Meeting.
 - b. At all times act as the co-ordinating force within the Station.

ARTICLE IV - METHODS OF ELECTION

A. The election and installation of all the new officers of the Station shall be held immediately upon the announcement of the top Student Council officers.

1. The slate of candidates for each office must be submitted to the General Manager two and one half weeks prior to the election. The General Manager must in turn submit the slates to Point System.

2. The pictures of all candidates on the final slate for the various offices must be posted two weeks before the date of the election with pertinent data concerning the candidates.

3. This material must be placed in a conspicuous spot so that all members will be able to see it.

B. GENERAL MANAGER, PRODUCTION DIRECTOR, AND EXECUTIVE SECRETARY

1. All full members of WCSR are eligible for election to the position of General Manager, Production Director, and Executive Secretary.

2. It shall be recommended that the General Manager and Production Director be students entering into their senior year the following fall. For any other student to hold the office there must be a majority vote of Steering Committee and/or a written petition from the Station by 5% of the full members to be put on the slate.

3. The General Manager, Production Director, and Executive Secretary shall be elected by secret preferential ballot by full members of the Station before the election of the divisional heads.

C. DIVISIONAL MANAGERS

1. Nominations for divisional managers shall be made by the full members of each division.

2. Each division shall elect its own manager by secret preferential ballot from among the full members of the division. The slate shall be narrowed down until a majority of votes is received by one candidate, unless the majority needed is gotten on the first voting.

D. ASSISTANT PRODUCTION DIRECTOR, DRAMA DIRECTOR, DIRECTOR OF COMPETITION

1. The above three shall be appointed by steering committee at their first meeting.

E. ELECTED REPRESENTATIVES

1. The Representatives-at-large shall be elected by preferential secret ballot by full members of the station at the time of the election of the General Manager and the rest of the staff.

ARTICLE V - MEETINGS

A. The general Manager shall call one general business meeting of the Station per month, for which attendance is required.

B. The General Manager or the Divisional Managers shall call the individual divisional meetings when necessary.

C. The Steering Committee shall meet once a week or oftener, at the request of the General Manager. The Senior Board shall meet first, followed by the Junior Board, preferably on the following day. A unanimous vote of the Senior Board may cancel either of the weekly meetings if is so desired.

D. Any ten members of the Station upon petition to the General Manager may request a meeting of the Station, of either board, or of an individual division. Such request shall automatically be granted by the General Manager.

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- D. Any ten members of the Station upon petition to the General Manager may request a meeting of the Station, of either board, or of an individual division. Such request shall automatically be granted by the General Manager.

She shall receive all complaints and shall bring them to the attention of the Steering Committee whenever she deems necessary.

3. As Business Manager she shall:

- a. Be the custodian of all books dealing with the financial business of the Station.
- b. Sign all checks in the name of Station WCSR.
- c. Have monthly meetings with the college treasurer to discuss the finances of Station WCSR.
- d. Approve all charges to the account of WCSR.

D. PRODUCTION DIRECTOR

1. The Production Director shall at all times be directly responsible for any material that is broadcast over Station WCSR.

2. She shall call all meetings of the Production Department.

3. In the event of the absence or disability of the General Manager, the Head of Production shall preside at the general WCSR meetings, and shall act as chairman of the Senior Board. In this event she shall appoint a member or members to carry on her duties as Production Director. She shall, however, still be responsible for all material broadcast over the Station. She shall retain the office of General Manager until the return of the General Manager or until a new General Manager is elected.

E. EXECUTIVE SECRETARY

1. The Executive Secretary shall keep all official records of the Station, the minutes of all meetings, and she shall handle all correspondence by direction.

2. She shall also keep a permanent file of correspondence and other necessary data concerning the Station.

F. DEPARTMENTAL MANAGERS

1. Station WCSR shall be divided into five departments, and there shall be a division manager at the head of each.

2. The five departments shall bear the following names indicative of their functions:

- a. Production Department
- b. Technical Department
- c. Advertising Department
- d. Publicity Department
- e. Music Librarian

3. Each department will have its own rules which will govern the members of its department, but at no time may any rules contradict any article of the Charter of WCSR.

4. The rules of each department shall be posted in the Station at all times.

G. ELECTED REPRESENTATIVES

1. As representatives of the Station to Steering Committee the elected representatives shall have one vote each in all the policy formation of the Steering Committee.

2. They shall primarily conduct the meetings of the Junior Board.

3. They may also be requested to work at various jobs that need to be performed at the Station at the discretion of the General Manager. Such duties shall at no time be allowed to interfere with their primary job as elected representatives.

4. It is the duty of the elected representatives to make suggestions to the General Manager regarding all phases of the Station made by the members of the Station, and to report the discussions of the Junior Board to the Senior Board.

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ARTICLE VI -- FINANCES

- A. The College Treasurer shall act as financial advisor to the Station.
- and B. No funds shall be expended for any purpose at any time without the approval of the General Manager.
- C. At the end of each college year, the General Manager shall submit a budget for the past year.

ARTICLE VII -- AMENDING OF THE CHARTER

- A. This charter may be amended by a 2/3 vote of the members present at any one of the monthly WCSR meetings.

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